

MEMORANDUM

TO: Transportation Director/Maintenance Personnel

FROM: Iowa Department of Education, School Transportation

RE: Pre-use Inspection Form (TR-F-27B)

When a School District or Contractor takes delivery of a Family-type or multipurpose passenger vehicle, or Type A,B,C, or D School Bus (new or used) it can not be put into service until it has been inspected in accordance with ***IAC 281-43.25(8)*** which reads as follows; **“Notify the state department of education, school administration and accreditation bureau, of purchase and date of delivery so that arrangements can be made for the initial school bus inspection. No vehicle can be put into service until it has passed the regular inspection conducted by a state approved inspection station. The initial school bus inspection will be conducted at the earliest possible time convenient to the school and the department of education.”**

In order to satisfy this requirement, the Iowa Department of Education, School Transportation Division, created the TR-F-27B, Pre-use Inspection Form. This form satisfies the following items when properly completed: (a) notifying the department of education of purchase and delivery date of a school bus, (b) upon notifying the department of education with a properly completed TR-F-27B form, the vehicle may be put into service. The initial inspection by the Iowa Department of Education will then be completed at the earliest possible time convenient to both parties involved.

Proper documentation of the TR-F-27B Form includes: (1) completing the top portion of the form, ie: School District Name, License Plate #, VIN number, Make of Body, etc., (2) marking the appropriate box for items 1-46 that are applicable to the vehicle purchased, (3) a signature of the person who performs the pre-use inspection and the date the pre-use inspection was performed, (4) Fax a copy of the completed TR-F-27B Form to the department of education at (515) 281-7700, (5) make a copy of the completed Tr-F-27B Form and place the copy in your school district's file and place the original in the vehicle.

The vehicle can now be placed into service providing it has been licensed and titled by the school district or contractor. The TR-F-27B Form is good only for the initial inspection performed by the Iowa Department of Education, for subsequent inspections the TR-F-27A card must be used. A sample copy of a properly completed TR-F-27B Form is shown on the reverse side of this document.